

28 August 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board  
FROM : Chairman, CIA Honor Awards Board  
SUBJECT : Status Report and Recommendations

1. National Security Medal

On 31 August 1953 the CIA Honor Awards Board will present to the CIA Career Service Board its recommendations with respect to the design of the medal. It is estimated that the medals will be available within approximately five months from the date of approval of the design by the Director. (See Tab A)

2. Medal of Freedom

Studies are being made to determine if Executive Order No. 10336 can be modified to permit the Director to award the Medal of Freedom. (See Tab B)

3. Medals of Other Agencies and Services

At the suggestion of the Deputy Director of Central Intelligence the Board is exploring the possibility and feasibility of CIA being granted authority to award the medals and decorations of other Agencies and Armed Services. (See Tab C)

4. Additional Honor Awards for CIA

By authority contained in PL 600, 79th Congress, the Director may establish a system of honor and incentive awards designed to meet the needs of CIA. The Board recommends that the Director establish for CIA personnel gold, silver, and bronze medals for distinguished, exceptional and meritorious achievement similar to the series of medals now available in State, Army, Navy and Air Force. In CIA these medals will also be awarded for valor. (See Tab D)

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5. Survey of Awards made to CIA Personnel

In the belief that it is important to insure uniform standards and adequate coverage of the CIA awards system for the future (as well as for the less important reason that the historical record be correct), the Board is making a survey of all honor and incentive awards that have been made to CIA personnel since 18 September 1947. (See Tab E)

6. Internal Publicity for Awards

The Board believes that a majority of all awards to CIA personnel may be securely made known to CIA personnel on a classified basis. It is not necessary to publicize even internally the acts which earned the award, but it is extremely important for it to be known that an award has been made. The Board recommends that a CIA Notice, suitably classified, be issued periodically, listing the awards that have been made.

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/s/



Chairman  
CIA Honor Awards Board

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NATIONAL SECURITY MEDAL

1. Many designs have been considered by the Board, none of which was wholly satisfactory. The Heraldic Branch of the Quartermaster General's Office is at present working on a design incorporating the best features of those previously submitted. It is expected that the Board will make final recommendations to the Director through the CIA Career Service Board at the meeting of 31 August 1953.

2. From the date of approval of the artist's design by CIA it is estimated that about five months will elapse before the first medal is available, as follows:

- a. one month for production of the enlarged plaster models of the medal and for approval of the design.
- b. three months for production of the steel dies.
- c. one month for striking and finishing the first medal.

During these five months the ribbon will be woven, appurtenances produced and certificate bearing the citation prepared. The design of the latter is now being made by  25X1A9A

3. The Board recommends that at least fifty copies of the Medal be acquired initially in order to reduce the per unit cost, which even then might run as high as forty or fifty dollars.

4. Arrangements will be made with the Executive Secretary of the National Security Council to insure smooth and secure handling of recommendations from persons not in CIA for the award of the medal and to insure secure handling of presentation of the medal to persons outside as well as within CIA.

5. It should be noted, that, at present, only the President and the Director of Central Intelligence may award the medal. The President may delegate the authority to award to other persons. The Director may not. The fact itself that the Director may award the medal is classified.

Tab A

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MEDAL OF FREEDOM

The Medal of Freedom may be awarded, under prescribed circumstances, by the Secretary of Defense, the Secretaries of Army, Navy and Air, and the Secretary of State, each of whom may delegate the authority to award to some other person. It is believed proper and desirable that the authority to award the Medal of Freedom should be extended to the Director of Central Intelligence, either by modification of the Executive Order or by delegation from those who have the right to so delegate. The Board has formally requested the comments and opinions of the General Counsel with respect to obtaining this authority for the Director.

Tab B

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MEDALS OF OTHER AGENCIES OR SERVICES

The Deputy Director of Central Intelligence has suggested that the Board investigate whether or not it is feasible for authority to be delegated to the CIA to make awards of medals and decorations of the Armed Services and other components of the Federal Government to CIA personnel. As the first step in this investigation, the General Counsel has been requested to examine the various laws which govern the award of such medals and decorations, and to determine if there are any legal bars to the delegation of such authority to CIA.

Tab C

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PROPOSED NEW CIA HONOR AWARDS FOR CIVILIAN PERSONNEL

1. CIA Medal for Distinguished Achievement

This decoration is the senior CIA award. It is given to those employees whose contributions or achievements are of such a nature as to be considered of national or international significance, or who have demonstrated outstanding valor. The following will serve as examples of guides to eligibility:

- a. Outstanding service in the conduct or improvement of national security.
- b. Major contribution to the safeguarding of the security of the nation.
- c. Distinguished and exceptional creative service.
- d. Heroic action.

The award will consist of a gold medal, appurtenances and a certificate.

2. CIA Medal for Exceptional Achievement

This award will be given to those employees whose contributions or achievements are of such a nature as to be of unusual worth significantly far beyond that ordinarily expected. The medal will also be awarded to employees for bravery. The following will serve as examples:

- a. Superior service in the conduct or improvement of national security.
- b. Notable contribution to the safeguarding of the security of the nation.

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Tab D

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c. Superior contribution to the Agency's accomplishments in the pursuit of its mission, or superior service of a creative nature.

d. Unusual courage.

The award will consist of a silver medal, appropriate appurtenances and a certificate.

3. CIA Medal for Meritorious Achievement

The award for meritorious achievement may be given to those employees whose contributions or achievements are significant in that they were meritoriously performed and were clearly beyond the performance expected in and required of the duties involved. The following will serve as examples:

a. Meritorious service in the conduct or improvement of national security.

b. Worthy contribution to the safeguarding of the security of the nation.

c. Demonstrated outstanding executive or technical ability.

The award will consist of a bronze medal, appropriate appurtenances and a certificate.

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REPORT OF HONOR AWARDS RECEIVED BY CIA PERSONNEL

It is proposed that the following text be considered as the basis for an Agency Notice.

1. The CIA Career Service Board and the CIA Honor Awards Board are currently engaged in a survey of all awards which have been made to CIA personnel since 18 September 1947. The purpose of this survey is to obtain information needed to develop uniform standards to govern the operation of the CIA awards systems, and also to complete the historical record of the Agency.
2. Each Assistant Director and the Heads of each major component and office will report all CIA personnel who have received honor awards for CIA duty in his component or a predecessor component during the period 18 September 1947 through 30 June 1953. The report for each component will reflect this information as elicited from all key staff and line officials within the component, including the Chiefs of sections and branches. Insofar as possible, each report will indicate the names of the individuals who have received the honor awards, the types of awards, the dates and places of the awards, and any additional pertinent information concerning the circumstances of the awards.
3. For the purpose of this report, honor awards will include decorations, medals and awards received from CIA and from other Federal Agencies and Services including the Armed Services, and those proffered by or received from foreign governments. Incentive awards and letters of commendation will not be considered as honor awards to be reported.
4. The reports will be submitted to the Executive Secretary, CIA Career Service Board, Room 29-2D2, Curie Hall, on or before \_\_\_\_\_ 1953.

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Tab E